

LAW CLERK TO A DISTRICT COURT JUDGE

Salary Range: \$41,255 (JSP 9) - \$73,403 (JSP 12)
(depending upon qualifications)

The United States District Court for the Northern District of Indiana is currently accepting applications for a Law Clerk to a District Court Judge. This position is located in the Federal Courthouse in Fort Wayne, Indiana and is a full-time position beginning in August, 2003.

THE POSITION

A Law Clerk performs duties and responsibilities such as: substantive screening of petitions and motions; draft appropriate recommendations and orders for the Court's signature; review complaints, petitions and pleadings that have been filed to determine issues involved and basis for relief; perform research as required to assist the Court in preparing opinions; evaluate present procedures to determine new innovations for increasing effectiveness in handling complaints, petitions and pleadings; review the docket of pending litigation to assure the proper progress of such cases and advise the Court of those cases where action by the Court is appropriate; keep abreast of changes in the law to aid the Court in adjusting to new legislation; provide information, guidance and advice to judges, magistrates and other personnel; advise appropriate personnel on the status of particular cases, and perform other duties as assigned.

QUALIFICATIONS

Progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation. A degree from a law school of recognized standing (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree) is considered qualifying for grade JSP 9. Most recent law school graduates qualify for an appointment at a grade JSP 11. One year of post-graduate legal experience and bar membership qualifies the appointee for a grade JSP 12.

THE SELECTION PROCESS

Resumes will be accepted from third-year students and graduates from law school who are willing to relocate to the Fort Wayne area. Candidates must be in the top twenty percent of their respective classes. The best qualified applicants will be invited for a personal interview at the Federal Courthouse in Hammond, Indiana.

HOW TO APPLY

Submit a resume with appropriate cover letter, law school transcript, writing sample and list of references to:

Hon. Theresa L. Springmann
United States District Court
Northern District of Indiana
5400 Federal Plaza, Suite 3500
Hammond, Indiana 46320

APPLICATION DEADLINE: April 25, 2003 or until filled.

*This position is subject to mandatory electronic funds transfer participation
for payment of net pay.*

THE COURT

The United States District Court for the Northern District of Indiana covers 32 counties in the northern half of the State of Indiana. The district has four divisions: Fort Wayne, Hammond, Lafayette and South Bend.

The Court has six judges and four magistrate judges and administers approximately 1,725 new civil and 276 new criminal cases each year. Assisting the Court in managing its caseload is the Clerk's Office. The Clerk's Office is staffed by approximately 40 deputies who perform a variety of functions.

The United States District Court falls within the Judicial Branch of the United States government and its employees are not civil service. However, staff of the Judicial Branch are eligible for civil service health, life and retirement benefits.

The U.S. District Court is an Equal Opportunity Employer.